

JULY 2007

## INTEGRATED TRAVEL MANAGER ACCESS RECERTIFICATION FORM



*NOTE: All users must be entered in the NOAA Locator prior to requesting access to the Commerce Business Systems applications. Submissions and updates to the NOAA Locator can be sent to [noaa.locator@noaa.gov](mailto:noaa.locator@noaa.gov).*

Date of Request:

Access:

Requested Action:

Entity Type:

Specify:

*NOTE: If you are not a NOAA or BIS employee, you will be contacted for your Social Security Number.*

User's Name:

Office Phone:

Line Office:

E-mail Address:

Office Fax:

Routing Code:

Servicing Field Finance Branch:

THE SUPERVISOR'S SIGNATURE CERTIFIES THAT THE REQUESTER IS FAMILIAR WITH NOAA'S INFORMATION TECHNOLOGY SYSTEM RULES OF BEHAVIOR AND HAS COMPLETED THE IT SECURITY AWARENESS COURSE. FOR MORE INFORMATION, PLEASE VISIT NOAA'S IT SECURITY OFFICE HOME PAGE: <https://www.csp.noaa.gov/index.html>

ALL USERS MUST SUBMIT A SIGNED NOAA NON-DISCLOSURE AGREEMENT FOR SYSTEM ACCESS.

Supervisor's Name:

Supervisor's Signature

IT Support's Name:

Office Phone:

Date:

Office Phone:

Please check the appropriate user role for the access you require. (Check one box only)

**ITM USER** – creates, edits, views, and prints travel authorizations, vouchers, and local vouchers for themselves only.

**ITM FMC GROUP ADMINISTRATOR** – (**REQUIRES FMC APPROVAL**) creates, edits, views, and prints travel authorizations, vouchers, and local vouchers for a specified group of travelers as well as themselves. [Routing Approving Officials should select this role.](#)

**FMC Travel Coordinator Approval Signature:**

**ITM FINANCE OFFICE GROUP ADMINISTRATOR** – **Finance Office staff only**, who are only responsible for document approvals (TDY and Local).

**ITM FINANCE** – **Finance Office staff only**, who are responsible for document approvals (TDY and Local) and Group Administration.

**ITMR FINANCE** – **Finance Office staff only**, who are responsible for re-keying and document approvals of relocation authorizations and vouchers.

Enter Your **CBS Line Office and FMC Organization Code** (This information is required to add users to the correct ITM Users Group)

Submit signed requests to the Client Services CBS Help Desk via FAX on 240-632-2339.

If you have any questions, email the Client Services CBS Help Desk at [clientservices@noaa.gov](mailto:clientservices@noaa.gov) or call **301-427-1023**.